



SINGLE-FAMILY AND DUPLEX

The following are the Planning Application submittal requirements for additions to existing homes in any zoning district, demolition and construction of a new home, not associated with a subdivision of five or more lots in any zoning district, and accessory living units in the applicable zoning district. Submittal of a Planning Application will require a copy of this form and the following information noted below. A submittal missing the any of the checked items may not be accepted.

Date: _____

Staff Contact: _____

PROPERTY INFORMATION

Site Address: _____

Zoning: _____ Combining District: _____ Lot Size: _____

PROPOSAL INFORMATION

Project Description: _____

**Top portion to be filled out
by a Planner at the One-Stop
Permit Center prior to
submittal.**

PERMIT TYPE	APPROVAL BODY	PLAN SUBMITTAL
<input type="checkbox"/> Miscellaneous Plan Permit / Design Review	<input type="checkbox"/> Staff Level	<input type="checkbox"/> 2 Full Sized sets (24"x36")
<input type="checkbox"/> Variance	<input type="checkbox"/> Administrative Hearing	<input type="checkbox"/> 12 Full Sized sets (24"x36")
<input type="checkbox"/> Minor Use Permit/Special Development Permit	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> 3 Reduced (8½" x 11")
<input type="checkbox"/> Major Use Permit/Special Development Permit	<input type="checkbox"/> City Council	<input type="checkbox"/> 12 Reduced (11" x 17")
<input type="checkbox"/> Other: _____		<input type="checkbox"/> 2 Reduced (11" x 17")

SUBMITTAL MATERIALS

- ☐ Application signed by the property owner.
- ☐ Plans including the following:
 - ☐ **Project Data** - Including lot size, existing and proposed calculations of living area, garage, other floor area, Floor Area Ratio (FAR), lot coverage, pervious and impervious surfaces and grade differential of adjacent properties.
 - ☐ **Site Plan** - Including lot dimensions and the location of the building(s), property lines, easements, rear yard power lines, setbacks, vision triangles, and protected trees for both existing and proposed. Proposed fencing may also be included on the site plan with an architectural elevation.
 - ☐ **Floor Plans** - Provide dimensions for both existing and proposed.
 - ☐ **Architectural Elevations** - Provide both existing and proposed. Elevations should include the roof pitch and exterior materials.
 - ☐ **Streetscape Elevations (Two Story Only)** - Provide elevations visible from the public right of way of the proposed project and both adjacent houses and note the building heights.
 - ☐ **Building Height** - Provide site section as measured from the top of the curb or centerline of right of way. The curb or centerline elevation should be noted as 0'. The section should include the base elevation at top of curb, finished floor elevations, ceiling elevations, plate heights and highest roof point. For two story additions or new homes, certified elevation data shall be submitted to establish property grades.
- ☐ **Project Data Sheet** completed by applicant.
- ☐ **Use Permit/Special Development Permit Justification Form** completed by applicant.
- ☐ **Photos** - Provide photos of the adjacent homes and homes immediately across the street. Note addresses on the photos.

Continued on page 2.

SUBMITTAL MATERIALS CONT'D

- ☐ **Solar Study** (required for two story additions or two story structures).
- ☐ **Preliminary Title Report** (may be required for new construction and accessory living units).
- ☐ **Green Building Checklist** - Required for all new residential dwellings and residential additions/remodeling with a valuation greater than \$100,000.00. Refer to Green Building Program Brochure for minimum standard requirements. Valuation for residential additions/remodels may be estimated using the table below (see Notes).
- ☐ **Fee** (non refundable) _____

NOTES

Fire sprinklers: If you are building a new house or an addition greater than 50% of the existing living area (not including the garage), you are required to install fire sprinklers through the entire house. The installation of fire sprinklers may require additional upgrades for your water meter. Please consult with the Engineering Division of the Public Works Department.

Increase in bedrooms: Increasing the number of bedrooms to more than two in existing homes will require an additional sewer fee. Please consult with the Engineering Division of the Public Works Department as the fee varies. The fee will be collected at issuance of building permit.

City Trees: When feasible city trees may be required to be planted in accordance with the standards approved by the City Council. Please consult with your Planning Division project planner and the Trees and Landscape Division of the Public Works Department.

Valuation Estimate: The following table may be used to determine if a Build It Green Greenpoint Rated Checklist will be required to be submitted with the Design Review application for a residential addition and/or remodel.

Project Valuation* Estimate			
Construction Type	Cost Per Square Foot	Proposed Construction Area	Total
New or Addition	\$112.00		
Remodeled area	\$60.00		
Grand Total			
Is Grand Total >\$100,000?			Yes / No
A Build It Green (BIG) Greenpoint Rated Checklist is required if "Yes" above.			

** Valuation per square foot of construction is determined in the annually adopted fee resolution. The Building Division will determine the final valuation at building permit submittal.*

RESOURCES

- **Planning Division** - <http://www.SunnyvalePlanning.com/>
 - Residential Planning: Single-Family Development; Applications: Miscellaneous Plan Permit; Design Guidelines; General Plan; Zoning Code
 - Green Building Program - <http://Greenbuilding.InSunnyvale.com>
- **Building Division** - <http://www.SunnyvaleBuilding.com>
 - Residential Information
- **Public Works Department** - <http://Publicworks.inSunnyvale.com/>
 - City Trees - Sunnyvale Municipal Code Chapter 13.16